

<October/April 201#>



<Name>

LWIB Board Chair

Street

City, KY Zip Code

Dear \_\_\_\_\_,

Attached please find *Name* Career Center's Certification completed application. Our team has worked diligently to ensure that our Career Center is customer-centric and provides seamless, unified services for all job seekers and employers who come seeking workforce development services.

We look forward to accommodating the <LWIB>'s review team, as they conduct an evaluation of our center and its management practices. We are confident that -- to the best of our ability - we have met all of the standards for a Kentucky Career Center/Affiliate Site.

<Name> I am the contact for the evaluation team and I can be reached at XXX-XXX-XXXX or at the following e-mail:

Sincerely,

Career Center Manager